

COVID-19 Safety Plan Orientation

Contractor Version

Last updated December 18, 2020

Overview

Any person planning to engage in on-campus activities is required to complete this COVID-19 Safety Plan Orientation.

This module covers key information from the **ECU COVID-19 Safety Plan**, including:

- What COVID-19 is
- How to prevent the spread of COVID-19
- Staying safe on campus
- Your responsibilities

**Click to read the
ECU COVID-19 Safety Plan**

Please review this information carefully. At the end of this training, you will be asked to sign a declaration confirming you have read & understood this plan, and agree to follow the guidelines.



Part 1: What is COVID-19?

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals.

In humans, they can cause respiratory (lung) diseases ranging from the common cold to more serious conditions such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

The disease caused by the newly-discovered coronavirus has been named COVID-19.

COVID-19 is considered a **global pandemic**, which means it has spread to countries around the world.

How is COVID-19 spread?

The COVID-19 virus is spread by droplets produced when an infected person coughs, sneezes, or talks.

When another person breathes in these droplets, or when the droplets touch their eyes, nose or throat, they can become infected.

People can also become infected by touching surfaces that have been contaminated by droplets, such as tables or doorknobs, and then touching their eyes, nose or mouth.

People infected with COVID-19 can be contagious before symptoms appear, or when only very mild symptoms are present. Because of this, they may spread the virus to others without realizing it.

What are the symptoms of COVID-19?

COVID-19 symptoms are similar to those of a cold or flu. They may include:

- Fever
- Chills
- Cough, or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

Symptoms may be mild or severe. They can change over time: someone may have only mild symptoms for several days, but then get much worse.

Who is vulnerable to COVID-19?

Most people who are infected with COVID-19 recover. However, some people are at greater risk of serious complications and even death. These **vulnerable populations** include:

- Seniors and Elders
- People of any age who have chronic conditions, including diabetes, heart disease, high blood pressure, asthma, or cancer.
- People of any age with compromised immune systems, due to medical conditions or treatments (such as chemotherapy)
- People who face social or economic barriers, including poverty, unstable employment, insecure or nonexistent housing, and difficulty accessing medical care or transportation.

However, **anyone can experience serious complications from COVID-19**. Even if you are young and healthy, you may become very sick if you are infected.



Part 2: How to prevent COVID-19

How is COVID-19 prevented?

There are several effective ways to prevent the spread of COVID-19. These include:

- Physical distancing
- Avoiding groups
- Proper cough etiquette
- Practicing good hand hygiene
- Wearing a face mask
- Staying home if you feel ill, or have been exposed to someone with COVID-19

Physical distancing

Physical distancing (or social distancing) means maintaining space between yourself and others when you are outside the home.

- Keep two metres (six feet) between yourself and others.
- Greet others from a distance. Wave instead of shaking hands or hugging.
- Do not gather in groups.
- Avoid crowded places and gatherings, such as parties.

Avoiding groups

In BC, gatherings of more than 50 people are prohibited.

This includes festivals, sporting events, weddings, parties, and any other gathering. It applies in both indoor and outdoor settings.

Proper cough etiquette

When an infected person coughs or sneezes, they produce droplets that contain COVID-19. To reduce the risk to others:

- Avoid coughing into your hands.
- Cover your mouth and nose with a tissue or your elbow when you cough or sneeze.
- If you used a tissue to cover your mouth or nose, throw it in the trash immediately.
- Wash your hands immediately after blowing your nose, coughing or sneezing.

Hand hygiene

The most important thing you can do to prevent infection is to wash your hands regularly and avoid touching your face.

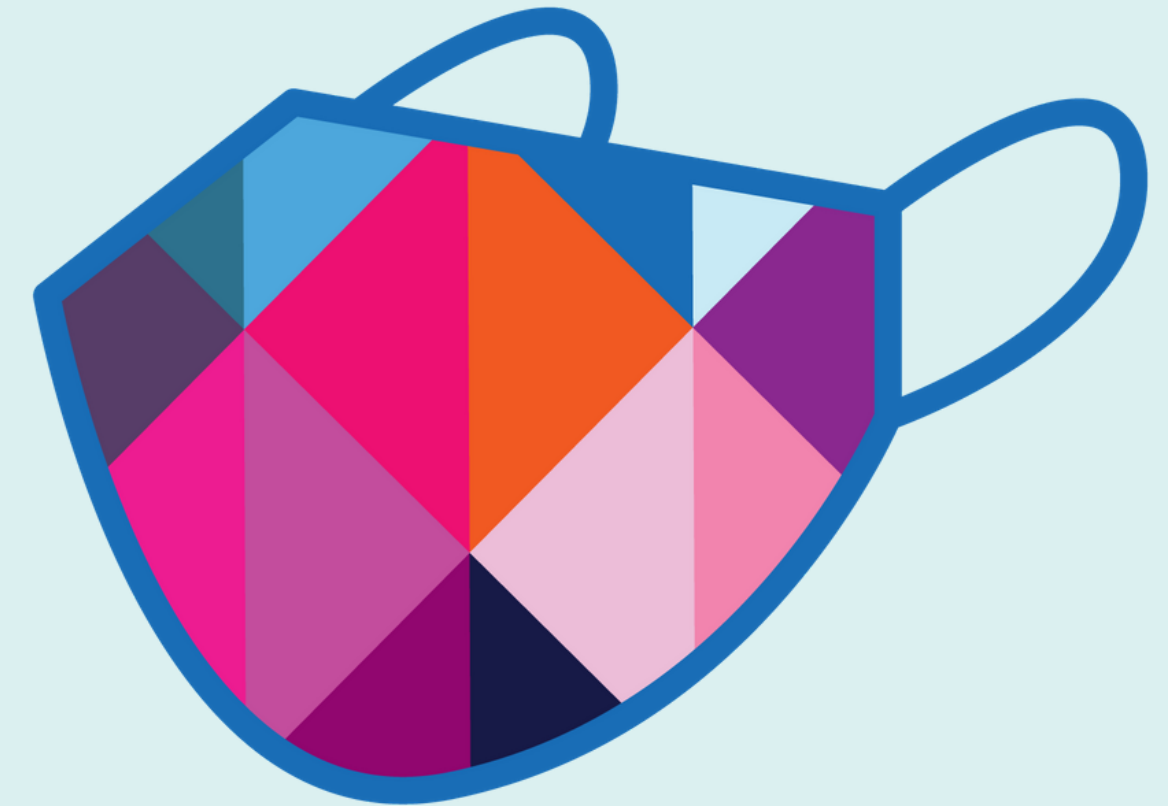
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains 60-90% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Wipe down shared surfaces (such as desks and computers) before and after touching them.



Face masks

Wearing a face mask can help protect others if you are infected with COVID-19, by creating a barrier that prevents droplets from spreading. Because you may not have symptoms yet, or may only experience very mild symptoms, you may not even know you are contagious.

- In BC, face masks are required in public areas (including grocery stores, gyms, community centres) and on transit.
- Masks are required on the ECU campus in all shared and common areas.
- Masks should only be removed on campus when eating and drinking.



Staying home

If you are infected with COVID-19, or you think you may be infected, **the best thing you can do is stay home and self-isolate**. Self-isolation means staying in a room that is not shared with anyone else, and limiting contact with others. You should self-isolate if:

- You are experiencing any symptoms, even very mild ones. Report your symptoms through the **BC COVID-19 self-assessment**, or through another self-reporting tool approved by your employer.
- You live in the same household as someone with a confirmed or suspected COVID-19 case. You must self-isolate for 14 days if you have been in contact with a person who has COVID-19.
- You have recently arrived in Canada. By law, anyone returning to Canada from another country must self-isolate for 14 days.

If you think you may have COVID-19, call your healthcare provider or Healthlink BC at 8-1-1.



Part 3: Staying safe on campus

Physical distancing

- Each shared space has a posted **maximum occupancy limit**. Shared spaces include: classrooms, theatres, labs, meeting rooms, dining areas, study spaces, atriums, lunchrooms, washrooms, elevators and outdoor gathering areas.
- Signage will help to direct you through high-traffic corridors, and distance markers will show you where to line up when necessary. You must follow all posted signs and directions.
- Elevators are limited to one person at a time. Able-bodied individuals are to be encouraged to use stairwells. Please stand back from the elevator while waiting, to make space for others to exit.
- Stay to the right in stairwells. Obey the posted signs in stairwells unless provided with specific alternate instructions by your employer. Alternate wayfinding instructions must be pre-approved by ECU.

Other controls

In some spaces, physical distancing cannot be guaranteed. In those instances, we have implemented other measures and requirements to keep safe:

Masks: Everyone on campus is required to wear a non-medical fabric face mask at all times, unless eating or drinking.

Physical barriers: Plexiglass barriers have been installed in face-to-face service locations, as well as some facilities on campus, to keep individuals separate.

Increased cleaning: Shared equipment and high-touch surfaces will be cleaned more frequently.

Personal protective equipment (PPE): In some cases, individuals will be required to wear face shields, gloves, or face masks.

Entering + exiting the building

ECU students, staff and faculty have been instructed to use the SW door to enter, and the NW and E doors to exit. Contractors may be instructed to use other doors. Please follow all directions provided to you by your supervisor or ECU contact, and observe the following guidelines:

- Follow all instructional signage posted at entry and exit doors.
- Maintain six feet (or two metres) between yourself and others when entering and exiting the building.
- Do not hold doors for others and allow them to enter or exit with you.

Shared work spaces + equipment

When sharing a work space, please observe the following guidelines:

- In spaces without physical barriers (e.g., plexiglass screens between work stations), individuals should stay at least six feet apart from one another and from communal pathways.
- Individuals should avoid side-by-side seating at adjacent desks or work stations.
- Avoid activities that require multiple people to operate or handle equipment at the same time.
- Minimize sharing workstations.
- Wipe down all shared equipment (computer, mouse, phone) with a disinfecting wipe, before and after use.
- If a task requires you to be in close proximity to another person, keep this work as brief as possible.

Eating + drinking

- Bring your own lunch and beverages to campus. Food services on campus (including The Caf) are currently closed.
- Do not share food or drink with others.
- Pack a water bottle. There are currently no water fountains operating on campus.
- Take your breaks outdoors if possible.



Part 4: Your responsibilities

Daily health screening

Anyone who is coming to campus is required to complete a personal health assessment **each day** prior to entry, and follow any directions provided by the assessment.

ECU staff, students and faculty are using the **BC COVID-19 Health Assessment** tool. There are three ways to access it:

- Download the app from Google Play or App Store
- Complete the assessment online at **<https://bc.thrive.health/>**
- Phone 8-1-1 and talk through the question set with a representative

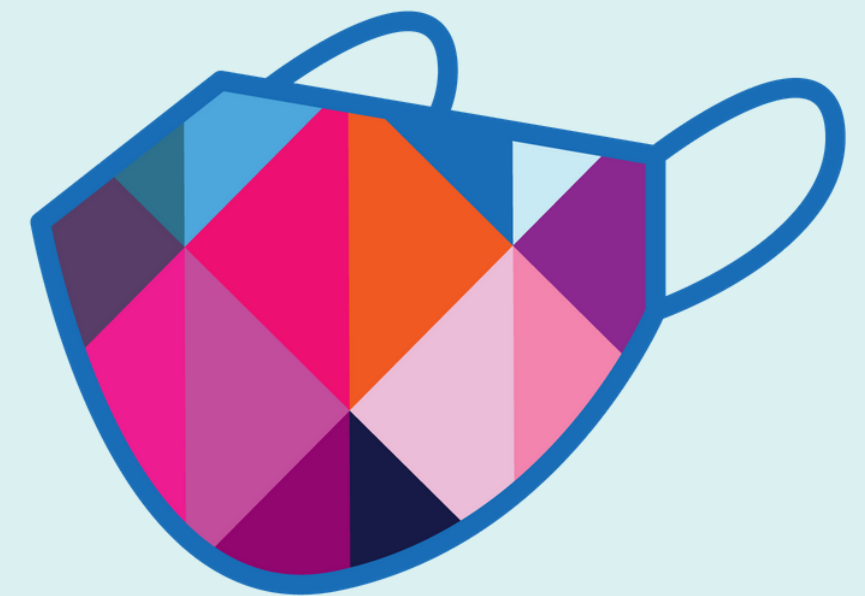
Contractors may use alternate self-assessment tools, as instructed by their employers. Please use the app or tool provided by your employer.



Masks

Masks are required in all shared and common areas on campus. You may only remove your mask while eating or drinking, or if you are alone in a single-occupancy office with the door shut.

Please bring your mask to campus. If you have forgotten or lost your mask, you may request one from Reception/Security on Level 2.



Follow on-site guidelines

It is important that every person on campus observe all posted guidelines and follow the guidelines in this training. These include:



- Follow signs and walk as directed to leave space for others.
- Observe posted occupancy limits on campus spaces.
- Pack a non-medical fabric mask, and wear it while you are in shared spaces.
- Clean your hands regularly, by washing with soap and water or using hand sanitizer.
- Use PPE as directed.
- **Stay home if you feel sick.**

Maintain awareness

Understanding what COVID-19 is and how it spreads is important for staying safe. Maintain awareness of risks (including travel and group gatherings).

Report any potential exposures or circumstances that may impact the safety of others at ECU to your supervisor or ECU contact.

Seek help

If you or someone else is experiencing symptoms of COVID-19 while on campus, please contact First Aid (Security) immediately by calling **604.844.3838**.

If you, or someone else, is experiencing serious symptoms including:

- Shortness of breath, or difficulty breathing
- Chest pain or pressure
- Loss of speech or movement

Call 911 for help. If you are contacting 911 on behalf of someone else, seek their consent prior to calling for help.

Acknowledgement

Before returning to campus, you must submit an acknowledgement to affirm that:

- You have read and understood this COVID-19 Safety Plan Orientation module
- You agree to follow all the instructions, procedures, and guidelines stated above.

You will **not** be permitted to access campus until you have submitted this acknowledgement.



Submit your acknowledgement